

Embarking on a Digital Journey: Getting Started with Digital Collections

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ILF Pre-Conference

November 14, 2011

IUPUI

UNIVERSITY LIBRARY

INDIANA UNIVERSITY-PURDUE UNIVERSITY

Indianapolis

Agenda

- Definitions of a Digital Library
- Life Cycle of a Digital Library
 - Seeking Information
 - Creating (Digitization, metadata)
 - In-house
 - Outsourcing
 - Using
 - Preserving

Agenda-Continued

- **Metadata**
 - Put metadata in context
 - Explore metadata schema and types of metadata
 - Discuss planning and standardization
- **CONTENTdm**
 - History of CONTENTdm
 - What is it?
 - Overview of interfaces

What is a digital library?

“Digital libraries are organizations that provide the resources, including the specialized staff, to **select, structure**, offer intellectual **access** to, interpret, **distribute, preserve** the integrity of, and ensure the persistence over time of collections of digital **works** so that they are **readily and economically available for use** by a defined community or set of communities.”*

*definition from the Digital Library Federation

Library –centered Digital Library

Definition

- Jan Olsen, Cornell University

“The basic digital library provides: resources that are located by locally and remotely, a complex of genres-bibliographic, numeric, text, spatial, a single point of entry to several hundred scholarly resources, with navigational assistance and transparent connections to any resource selected by the user, and high quality user support and instructional services.”

Life-cycle of a digital library

Information Seeking

What size digital library are you planning to create?

- **Collection size, content**

Staff Considerations?

- **Skilled personnel to contribute to the project
(digitization and metadata assistants, technical personnel)**

Digital Library Life-Cycle

Creating (In-house or Outsourcing)

- **Hardware (Scanners, Computers)-handout**
- **Software (Adobe Photoshop)**
- **Digitization Best Practices-handout**
- **Metadata Best Practices**

METADATA

What is metadata?

- data about data (or data about resources)
- “structured information that describes, explains, locates, and otherwise makes it easier to retrieve and use an information resource”*
- “value added information that is created to arrange, describe, track and otherwise enhance access to information objects”**
- traditional cataloging is a type of metadata

* *Understanding Metadata*. (2004). NISO Press. p. 1.

** Gilliland-Swetland, A. J. (2000). *Introduction to Metadata: Setting the Stage*.
www.getty.edu/research/institute/standards/intrometadata/, p. 2.

Unique characteristics of metadata

- **No dominant schema**
- **Local documentation**
- **Culture of sharing still developing**
- **Flexible**

Shared characteristics of metadata

- **It's all about access!**
- **Pressure to create fast and cheap description that is also rich and reusable**
- **Wide variety of materials and resources to describe**
- **Maintenance takes a back seat**

Why is metadata important?

Discover Resources	Manage Documents	Control IP Rights
Identify Versions	Certify Authenticity	Indicate Status
Mark Content Structure	Situate Geospatially	Describe Processes

Metadata in digital library projects

- Searching
- Browsing
- Display for users
- Interoperability
- Management of digital objects
- Preservation
- Navigation
- Enhancing content

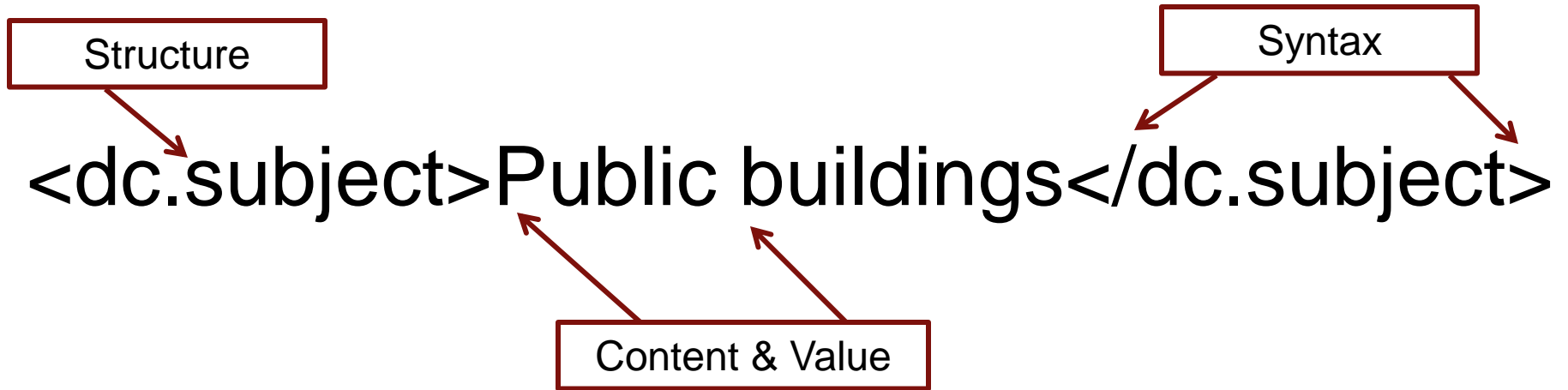
Uses of metadata

- By information specialists
 - Describing non-traditional materials
 - Cataloging websites
 - Navigating and managing digital objects
- By everyone
 - Preparing websites for search engines
 - Managing citation lists
 - Tagging ([flickr](#), [delicious](#), etc.)
 - Social cataloging ([LibraryThing](#), [Goodreads](#), etc.)

METADATA SCHEMA

Metadata schema may include

- **Structure Standards:** an element set and their definitions
- **Syntax Standards :** the rules for tagging or encoding
e.g. The Dublin Core schema uses XML tagging.
- **Value Standards :** acceptable values
e.g. “Use LCSH as a controlled vocabulary for the Subject field.”
- **Content Standards:** the rules for choosing or constructing values
e.g. “Take title from title page.”
e.g. “Capitalize first word in title field and end with a period.”



Metadata Schema

- | | |
|---------------|----------------------------|
| • Dublin Core | many fields |
| • MARC21 | libraries |
| • MODS | libraries |
| • CSDGM | data sets, geospatial info |
| • GEM | educational materials |
| • EAD | archives |
| • ONIX | publishers |
| • PBCore | public broadcasting |
| • TEI | literature |
| • VRA Core | art, visual works |

Dublin Core

- National and international standard
 - 2001: released as ANSI/NISO Z39.85
 - 2003: released as ISO 15836
- Maintained by the Dublin Core Metadata Initiative
- “Core” across all knowledge domains
- Simple DC required for sharing metadata via the Open Archives Initiative Protocol for Metadata Harvesting

Dublin Core

- Simple to use
- All elements are repeatable
- No order of elements is prescribed
- Can be mapped to other metadata standards (e.g. MARC21)
- No prescribed value or content standards, but some elements have recommended standards

Dublin Core Elements : Simple

Title	Creator	Date
Description	Contributor	Coverage
Subject	Publisher	Identifier
Relation	Rights	Format
Source	Language	Type

Some limitations of SDC

- Can't indicate a main title vs. other subordinate titles
- No method for specifying creator roles
- W3CDTF format can't indicate date ranges or uncertainty

Good times to use SDC

- Cross-collection searching
- Cross-domain discovery
- Metadata sharing

Dublin Core Elements : Qualified

Title Title.Alternative	Creator	Date Date.Created Date.Available
Description Description.Abstract Description.TableOfContents	Contributor	Coverage Coverage.Spatial Coverage.Temporal
Subject	Publisher	Identifier
Relation Relation.IsVersionOf Relation.Replaces	Rights	Format Format.Extent Format.Medium
Source Source.IsPartOf Source.HasPart	Language	Type

Good times to use QDC

- More specificity needed than simple DC, but not a fundamentally different approach to description
- Want to share DC with others, but need a few extensions for your local environment

Database LISA: Library and Information Science Abstracts

Title *To metadata or not to metadata*

Author [Reamy, Tom](#)

Source EContent; 27 (10) Oct 2004, pp.34-38

ISSN 1525-2531

Descriptors ☐ Metadata ☐ Information industry

New Search Using Marked Terms: ☒ Use **AND** to narrow ☐ Use **OR** to broaden

Add to Current Search: ☐ Use **AND** to narrow ☐ Use **OR** to broaden

Go

Abstract Whether to add metadata to unstructured content and how much effort is really justified to do so have been raised with increasing frequency at the Dublin Core Metadata Initiative Workshop. While some participants argued for a drastic reduction in metadata efforts or at least rethinking metadata and how to generate value. What has become increasingly clear is that metadata is not going away and there is no one simple solution. This article, which is part of a special issue on metadata, explores a range of approaches that various groups and software developers are taking. Adding keywords to documents, is leading to a more sophisticated, multi-dimensional or infrastructure based approach to metadata. Illustrations are provided in the article, and a list of companies featured. (Quotes from original text)

Features il.

Language English

Publication Year 2004

Publication Type Journal Article

Shelfmark 3659.530425

Update 20050524

Accession Number 321183

MARC record

010 __ |a 85753651

028 32 |a N.M. 275 |b Nova Music

040 __ |a DLC |c DLC |d DLC

041 1_ |a ita |e itaeng |h ita

048 __ |b va01 |a wc01 |a ka01

050 00 |a M1506 |b .A14 1984

245 00 |a 3 Viennese arias : |b for soprano, obbligato clarinet
in B flat, and piano / |c G.B. Bononcini and Emperor Joseph
I ; edited by Colin Lawson.

260 __ |a London : |b Nova Music, |c c1984.

300 __ |a 1 score (12 p.) + 2 parts ; |c 31 cm.

Simple Dublin Core record

```
<metadata>  
  <dc:title>3 Viennese arias: for soprano, obbligato clarinet in B flat,  
and piano.</dc:title>  
  <dc:contributor>Lawson, Colin (Colin James)</dc:contributor>  
  <dc:contributor>Bononcini, Giovanni, 1670-1747.</dc:contributor>  
  <dc:contributor>Joseph I, Holy Roman Emperor, 1678-  
1711.</dc:contributor>  
  <dc:subject>Operas--Excerpts, Arranged--Scores and  
parts</dc:subject>  
  <dc:subject>Songs (High voice) with instrumental ensemble--  
Scores and parts</dc:subject>  
  <dc:subject>M1506 .A14 1984</dc:subject>  
  <dc:date>1984</dc:date>  
  <dc:format>1 score (12 p.) + 2 parts ; 31 cm.</dc:format>  
  <dc:type>text</dc:type>  
  <dc:identifier>85753651</dc:identifier>  
  <dc:language>it</dc:language>  
  <dc:language>en</dc:language>  
  <dc:publisher>Nova Music</dc:publisher></metadata>
```

TYPES OF METADATA

Types of metadata

- Descriptive
- Structural
- Administrative
 - Preservation (Technical)
 - Rights Management

What is descriptive metadata?

- Information describing a resource for purposes of discovery and identification

[52nd Street, New York, N.Y., ca. 1948] / William P. Gottlieb [photograph]

[+ default view](#) | [640](#) | [+ 1024](#)



Element	Value	Controlled Vocab?
Title	52 nd Street, New York, N.Y., ca. 1948	
Creator	Gottlieb, William P.	
Date	1948	
Subject	New York (N.Y.)	
Type	Image	
Identifier	http://lcweb2.loc.gov/diglib/ihas/loc.natlib.gottlieb.02771/default.html	

What is structural metadata?

- Information indicating how to display and/or navigate a digital object (e.g. the order of pages in a chapter, order of chapters in a book)
- Users of digital collections are not aware of this type of metadata. It's all behind the scenes.

[52nd Street, New York, N.Y., ca. 1948] / William P. Gottlieb [photograph]

[+ default view](#) | [640](#) | [+ 1024](#)



What is administrative metadata?

- Information that helps manage a digital object
 - Preservation metadata
 - Technical characteristics (e.g. file type, file size)
 - Information about actions taken (e.g. scanner type)
 - Rights management metadata
 - Copyright, usage rights statement

[52nd Street, New York, N.Y., ca. 1948] / William P. Gottlieb [photograph]

[+ default view](#) | **640** | [+ 1024](#)



Element	Value	Controlled Vocab?
Title	52 nd Street, New York, N.Y., ca. 1948	
Creator	Gottlieb, William P.	
Date	1948	
Coverage	New York (N.Y.)	
Subject	Nightclubs – New York (State) – New York	
Type	Image	
Identifier	http://lcweb2.loc.gov/diglib/ihas/loc.natlib.gottlieb.02771/default.html	
Format	Scanner: Konica Minolta PS7000C MKII; Master image: 600 dpi TIFF; Access image: 600 dpi JPEG	
Date	2003-02-15	
Source	Library of Congress Performing Arts Encyclopedia	
Source	Library of Congress Prints & Photographs Division	

METADATA PLANNING & STANDARDIZATION

Considerations when choosing a metadata schema

- What type of material is being digitized?
- How rich does the metadata need to be?
- Have the objects been previously described/cataloged?
- What is the purpose of the project?
- Who is the audience for the collection?
- Does this collection need to interact with / complement an existing collection?

Assess materials

- Number of items?
- Homogeneity of items?
- Foreign language?
- Published or unpublished?
- Specialist needed?
- How much information is known?
- Any existing metadata?

Assess existing metadata

- Machine-readable?
- Divided into fields?
- What format?
- What content standards?
- Complete?

Assess software capabilities

- Are there templates for standard metadata schemas?
- Can you add/remove fields to a template?
- Can you create new templates?
- Can you add additional clarifying information without creating a separate field?
 - Personal v. corporate names
 - Subject vocabulary used
- Is there an XML export? Does it produce valid records?

Why is standardization important?

- Facilitates interoperability/information exchange and system migration
- Flexibility of metadata standards require local standardization
- Allows us to create a common look for all collections OR adapt standards to an unusual collection
- Can be used to combine features of multiple metadata standards into one local standard

Application Profiles

- **Describes the set of metadata elements, policies, and guidelines defined for a particular application, implementation, or object type**
- **Declares the metadata terms an organization uses in its metadata**
- **Documents metadata standards used including schemas, controlled vocabularies, required elements, etc.**

Elements Used in IUPUI University Library Digital Collections in CONTENTdm August 2009

Based on:

CDP Dublin Core Metadata Best Practices Version 2.1.1

Indiana Digital Library. Metadata Best Practices For Use of Qualified Dublin Core

Both documents can be found here: <\\in-ulib-ribbs\shared\BAMS\Metadata\Instructional Materials>

To be applied to:

Any collection added by IUPUI staff/faculty (or in collaboration with IUPUI staff/faculty) to the IUPUI Digital Collections in CONTENTdm.

Summary Chart: Lists elements used in IUPUI University Library Digital Collections, the corresponding Dublin Core Element, a brief definition and whether or not the element is required in all collections.

UL Element Name	Maps to DC Element	Definition	Required?
Title	Title	Name of the resource.	Yes
Item ID/Object ID	Identifier	Unique reference to the resource.	Yes
Description	Description	Brief account of the content of the resource.	Yes
Subject	Subject	Topic of the resource.	Yes
Geographic Location	<u>Coverage.Spatial</u>	Location depicted in the resource.	No
Author, Photographer, etc.	Creator	Entity primarily responsible for creation of the resource.	Yes, if available
Date	<u>Date.Created</u>	Date of the creation of the resource.	Yes, if available
Type	Type	Nature or genre of the content of the resource.	Yes
Owning Institution	Source	Institution that owns the physical resource.	Yes
Source Collection	Source	Larger physical collection of which resource is a part.	Yes, if applicable
Usage Rights	Rights	Information about the rights held in and over the resource.	Yes
Have Questions?	None	Contact information for questions about the resource.	Yes

SHARING METADATA

Sharing metadata

- Harvesting
 - Collects metadata, processes it, and stores it locally to respond to user queries
 - Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH)
- Federated Searching
 - Transmits user queries to multiple destinations in real time
 - Z39.50, SRU

Why share your metadata?

- Benefits users
 - Increases accessibility
 - Facilitates one-stop searching
- Benefits the institution
 - Increases exposure
 - Increases use

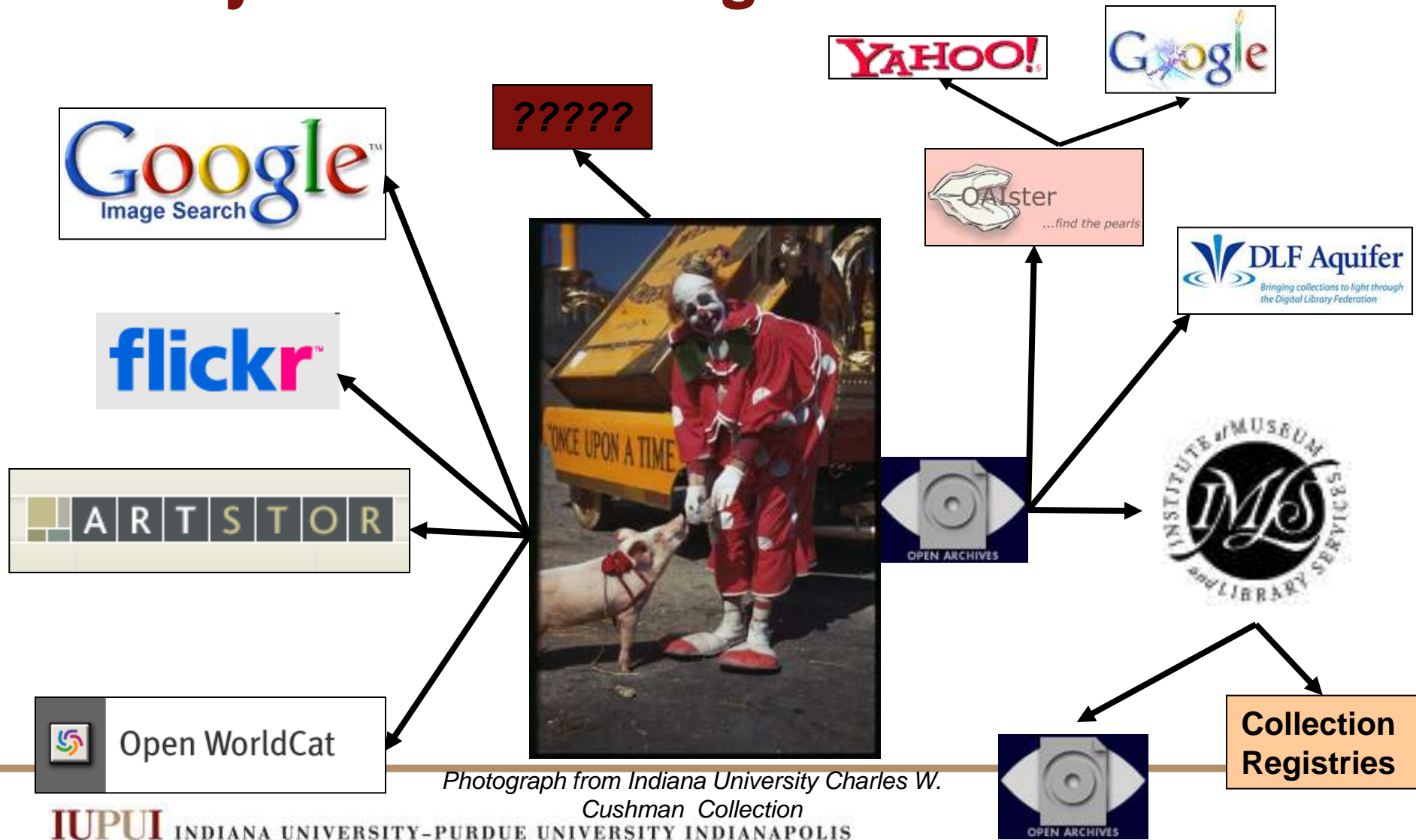
Before sharing

Check your metadata!

- Accurate?
- Consistent?
- Context provided?
- Does the aggregator have what it needs?

Can a stranger tell you what the record describes?

Where your metadata can go



Digital Library Life-Cycle

Using

Content Management Systems

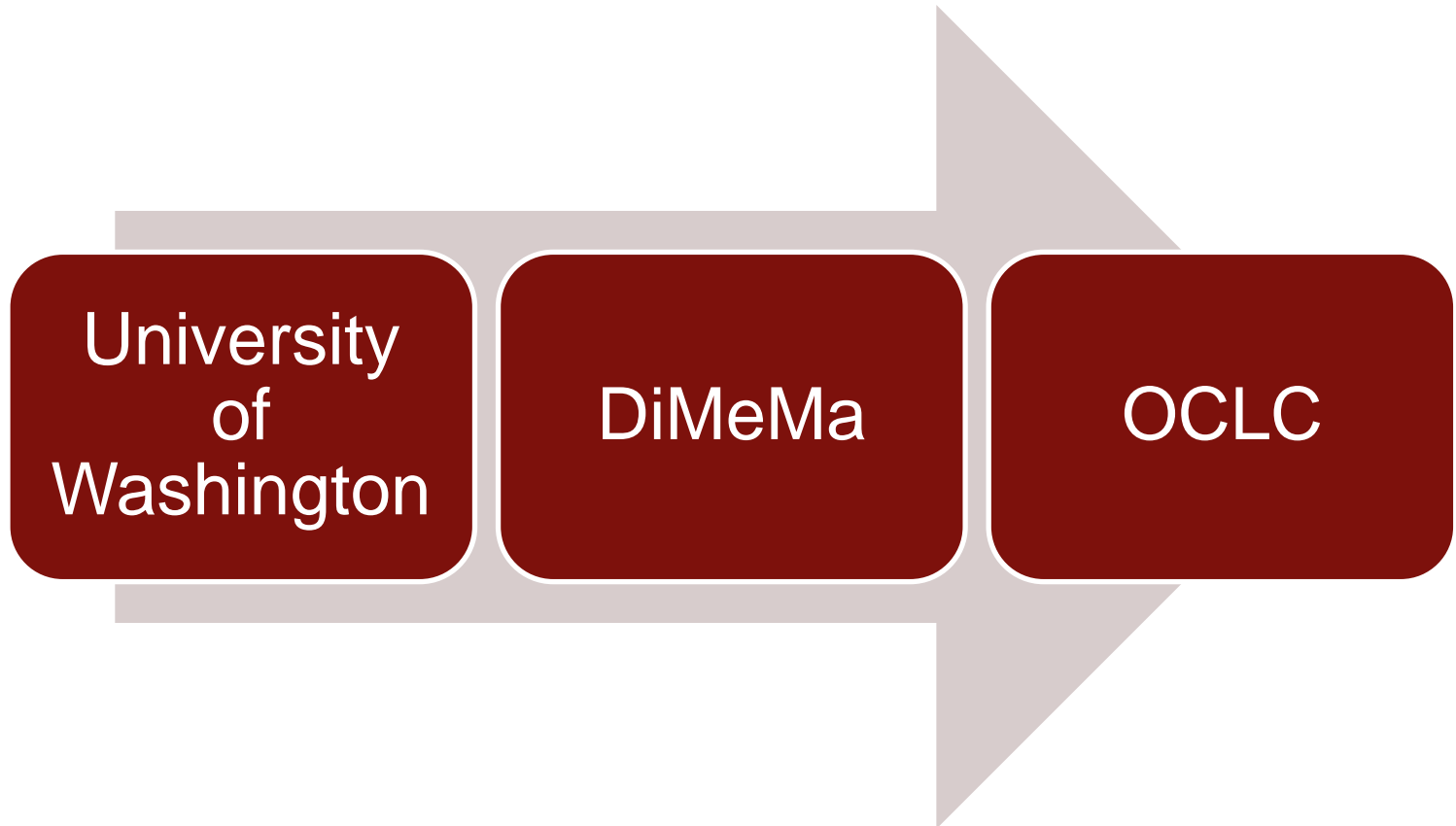
- Open Access
 - DSpace
- Proprietary
 - CONTENTdm

Life-Cycle of Digital Library

- Preservation
 - Northeast Document Conservation Center
(NEDCC)
 - Workshops
 - Webinars
 - Preservation 101

CONTENTDM

History of CONTENTdm



CONTENTdm = CONTENT digital management

Software that handles the storage,
description, management and
delivery of digital library collections

CONTENTdm Design Goals

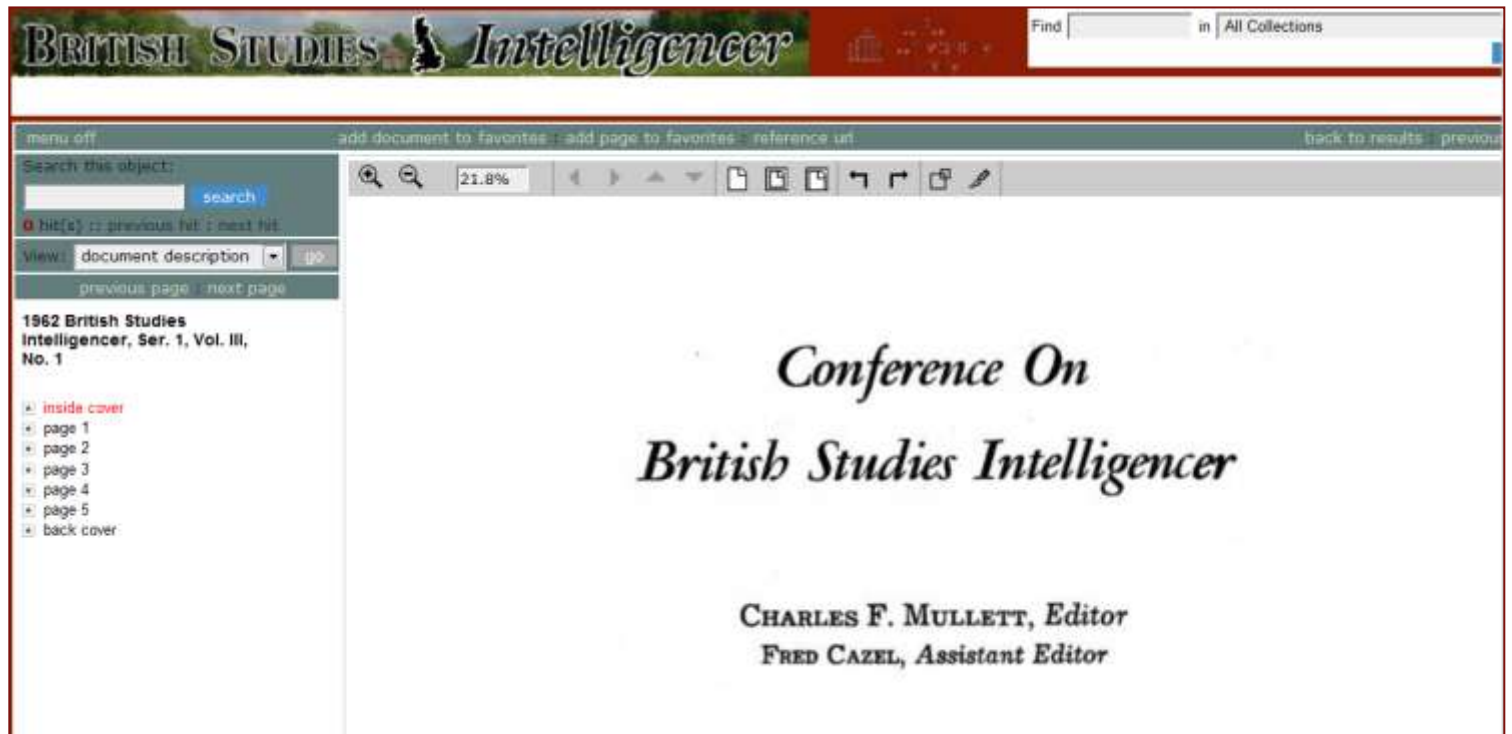
1. Search efficiency
2. Scalability
3. Features
4. Web compatibility
5. Interoperability

<http://en.wikipedia.org/wiki/CONTENTdm>

Important CONTENTdm features

- Hosted or local server options
- Can display text, images, video and audio
- Dublin Core
- Optical Character Recognition extension
- Includes staff interfaces and customizable public interface

Public interface - text



Public interface - images



Public interface - video



Public interface - audio

 **WORDS OF WAR** *Oral History Collection*

 Find in S

[home](#) | [collection home](#) | [browse](#) | [advanced search](#) | [preferences](#) | [my favorites](#) | [help](#)

Browsing item(s) in **Park Tudor Legacy Initiative Collection**

results **1-20** of **214** item(s)

page 1 of 11 : (<< 1 2 3 4 5 6 7 8 9 10 >>) :: previous

[select all](#) : [clear all](#) : [add to favorites](#)


☐ 1. [Alig, Frank oral history](#)


☐ 2. [Baize, James oral history](#)


☐ 3. [Baun, William E. oral history](#)


☐ 4. [Beck, Noble L. oral history](#)


☐ 5. [Bellock, John R. oral history](#)


☐ 6. [Bennett, Robert A. oral history](#)


☐ 7. [Berman, Ruth oral history](#)


☐ 8. [Black, Tex oral history](#)

Program of Digital Scholarship



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755 West Michigan Street
Indianapolis, IN 46202

Conner Prairie Historic Clothing Collection

[Collection](#) [Partner](#) [Education Resources](#)

[Browse This Collection](#)[Advanced Search](#)

Clothing is often a little studied area of American history, but what people wore, how it was made and who made it can offer important insights into a nation's social history. Though clothes do not the man make, they can tell you much about the men, women and children who wore them, and about the society in which they lived. Conner Prairie, an Interactive History Park located in Fishers, Indiana, holds a valuable and substantial collection of historic clothing and accessories. Heretofore, the fragile condition of many of the garments has limited their access to the public. Now, thanks to the partnership of IUPUI University Library and Conner Prairie, these objects may be seen and studied the world over.

Features of this site

Database: There are over 100 rotating 3-D images of items in the collection. You may browse the collection, or search it by garment type or era.

Video: Watch this one minute video of Conner Prairie facilitator discussing the importance of historic clothing in allowing him to "assume" his historic character.

Online Exhibit/Essays: Ericka Mason Osen was formerly Historic Clothing Coordinator at Conner Prairie. She is a nationally known historic clothing expert who has lectured on her specialty at the Smithsonian Institution, among others. In this informative exhibit she looks at clothing and how it changed over the years.



This project is made possible by a grant from the U.S. Institute of Museum and Library Services.

DIGITAL COLLECTIONS

Welcome to the Indianapolis Marion County Public Library's digital collections. The purpose of these collections is to provide access to digital images and recordings of cultural and historical interest to Indianapolis residents as well as students, researchers and others. The Library offers these collections to allow free access to digital versions of increasingly valuable, fragile and hard-to-use originals.

Indianapolis Firefighters Museum Collection

Opened in 1996, the Indianapolis Firefighters Museum's mission is to celebrate the history of the Fire Service in central Indiana and the Fire Departments' contributions to the community.

[Firefighters Museum](#)[Shortridge Yearbooks](#)[English's Opera House](#)[Postcard Collection](#)[Free Soil Banner](#)[Riley Recordings](#)

SEARCH

All Collections ▾ for

Enter keywords

[Advanced Search](#)

GO

BROWSE

Choose a Collection to Browse ▾

Children's Museum Artifacts

Objects can be compelling storytellers that put other times and places in context. They bridge time periods and cultures and celebrate our differences. As a collaborative effort The Indianapolis-Marion County Public Library and The Children's Museum of Indianapolis have selected 1,000 artifacts from the museum collection to photograph and make available to anyone, anywhere via the library's web site. Artifacts were selected based on their relevance to Indiana Curriculum Standards. [More](#)

English's Opera House

Formally opening on September 27, 1880, English's Opera House quickly became Indianapolis' leading theater presenting not only opera but drama, musical comedy, ballet, concerts, minstrel shows, lectures, vaudeville and film. The theatre was built by William

Staff Interfaces

- Project Client
- Web Administration

IUPUI Libraries
Search
WorldCat
2
Search: #1

IUPUI Libraries

INDIANA UNIVERSITY
PURDUE UNIVERSITY
INDIANAPOLIS

Libraries to search
Libraries Worldwide
Advanced Search

[<< Return to Search Results](#)
[Cite/Export](#)
[Print](#)
[E-mail](#)
[Add to list](#)
[Share](#)
[Permalink](#)

Road to Indiana statehood

Author: [IUPUI \(Campus\). University Libraries.](#); [Indiana Historical Bureau.](#); [Indiana. Supreme Court.](#)

Publisher: Indianapolis, Ind. : IUPUI University Library, [2005?]-

Edition/Format: eJournal / eMagazine : Updating database : State or province government publication : English

More like this

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[Law -- Indiana -- 19th century -- Sources.](#)

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Find a copy online

Links to this item

IUPUI Libraries (1)

indiamond6.ulib.iupui.edu

Find a copy in the library

This item is for library use only, but you may be able to access this item online.

IUPUI Libraries

Get it in the library

0 of 1 available

Location	Status	Call number	Notes
Indpls - IUPUI University Library	World Wide Web		

Welcome to CONTENTdm Administration

In CONTENTdm Administration, you can administer the [server](#), the [collections](#), and the [items](#). If any of the above tabs are gray, you do not have administration rights to that area. The collections and items sections contain drop-down lists that you use to select your current collection.

Click the [server tab](#) to create new collections, delete existing collections, edit settings (including viewer settings, the stop list, and OAI harvesting), assign user rights, view reports, and see server information.

Click the [collections tab](#) to configure collections (including viewer settings, field properties—setting full text searching and creating controlled vocabulary—full resolution support, and PDF conversion), view collection reports, and export data.

Click the [items tab](#) to approve items, build the text index, and add, edit, and unlock items.



Server administration

Collections

Add a new collection or import a collection. Change the collection position or delete the collection.

Settings

Configure WorldCat sync, OAI harvesting, and the stop list.

Viewers

Configure the item and object viewers for collections on this server.

Users

Add new users and assign them specific rights. View, edit, and delete users.

Reports

View server statistics and usage reports.

About

View total number of items on server, maximum number of items allowed for the license, and version number. Register the installation and authorize license code.

Current collection: Encyclopedia of Indianapolis[change](#)

Collection administration

Configuration

Change collection details and description, and configure collection settings (including full resolution and PDF conversion).

Field properties

Administer controlled vocabulary. View, add, edit, and delete field properties.

Viewers

Configure the item and object viewers for this collection.

Reports

View collection summary and build history.

Export

Export metadata as tab-delimited text files, XML, or OCLC SiteSearch.

View collection

View current collection in the Web template interface.

Current collection: Encyclopedia of Indianapolis

[change](#)

Metadata fields

View and configure collection and [administrative](#) fields.

Collection field properties

View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.

	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Title	Title	Text	No	Yes	No	Yes	No	move to ▼	edit delete
2	Author(s)	Creator	Text	No	Yes	No	No	No	move to ▼	edit delete
3	Edition	Description	Text	No	Yes	No	No	No	move to ▼	edit delete
4	Place of Publication	None	Text	No	Yes	No	No	No	move to ▼	edit delete
5	Publisher	Publisher	Text	No	No	No	No	No	move to ▼	edit delete
6	Date	Date-Created	Text	No	Yes	No	No	No	move to ▼	edit delete
7	Description	Description	Text	Yes	Yes	No	No	No	move to ▼	edit delete
8	Note(s)	Description	Text	No	Yes	No	No	No	move to ▼	edit delete
9	Subject	Subject	Text	Yes	Yes	No	No	Yes	move to ▼	edit delete
10	Other Title	Title-Alternative	Text	No	Yes	No	No	No	move to ▼	edit delete
11	Type	Type	Text	No	No	No	No	No	move to ▼	edit delete
12	Identifier	Identifier	Text	No	No	No	No	No	move to ▼	edit delete

Current collection: [change](#)

Item administration

Approve

Approve, edit or delete items in the pending queue.

Index

Index the collection after adding, approving, editing and deleting items.

Add

Add an item to the pending queue. Items are reviewed and approved before becoming part of the collection.

Edit

Edit and delete items in a collection.

Find & replace

Find and replace metadata within one field, all fields, or change fields for all items.

Lock administration

Unlock items in a collection.

View collection

View current collection in the Web template interface.

Approve items

Approve all items in the pending queue or review the detailed approval queue actions to approve items individually or to add terms to the controlled vocabulary.

To schedule an approval process, click **add**.

Full approval queue actions

[view approval history](#)

Now: 1 pending item(s), 0 controlled vocabulary terms

- ☒ Approve all (Records with unauthorized terms are approved but terms are not added to the controlled vocabulary.)
- ☐ Approve & index all
- ☐ Delete all
Warning: This cannot be undone.

[go](#)

Scheduled approvals — pending

[add](#)

No approvals scheduled

Detailed approval queue actions

Controlled vocabulary

All terms in pending items conform to the defined controlled vocabulary.

Reviewing 1 of 1 pending item(s)

[approve](#)[delete](#)

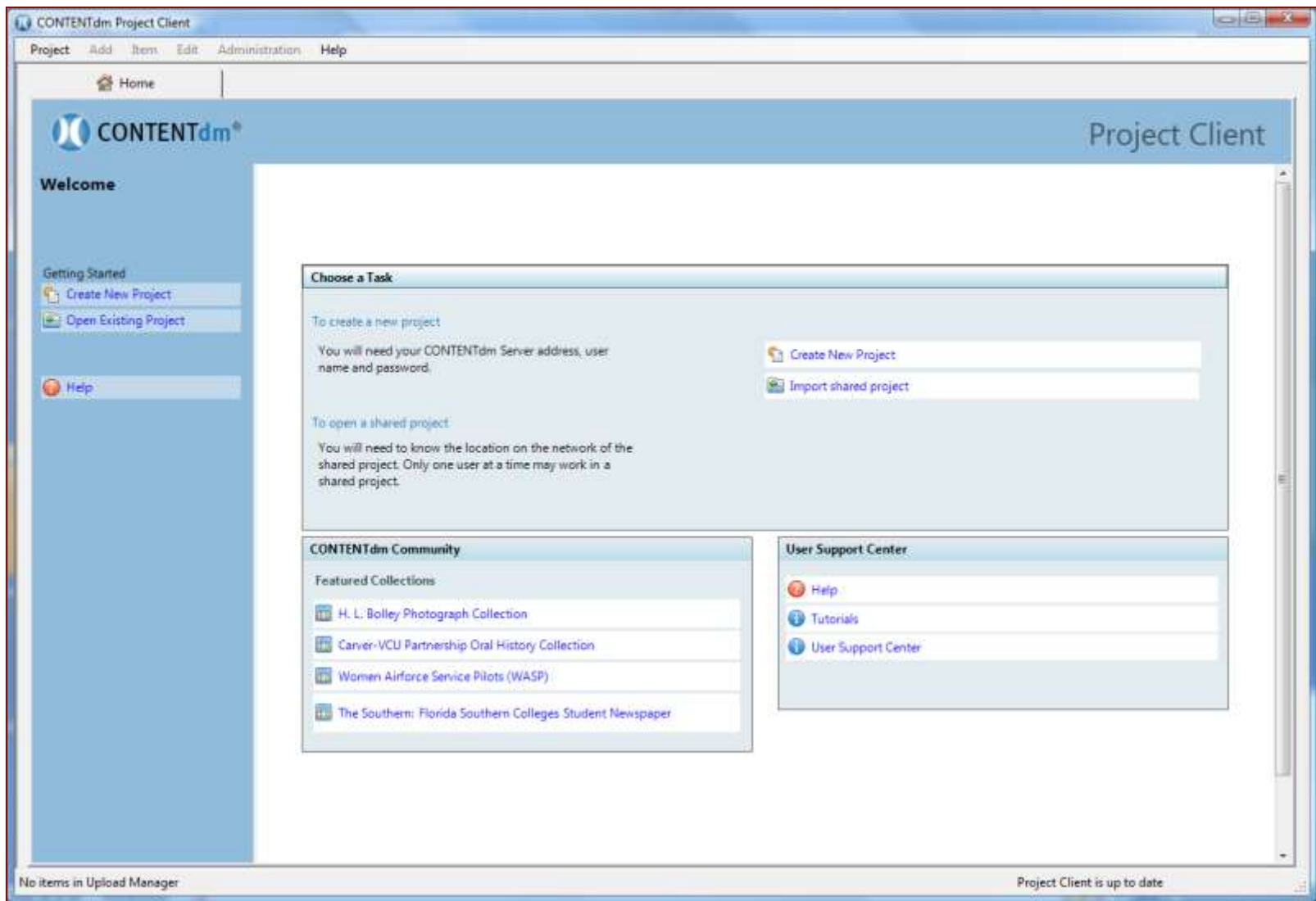
select: all 1 | none

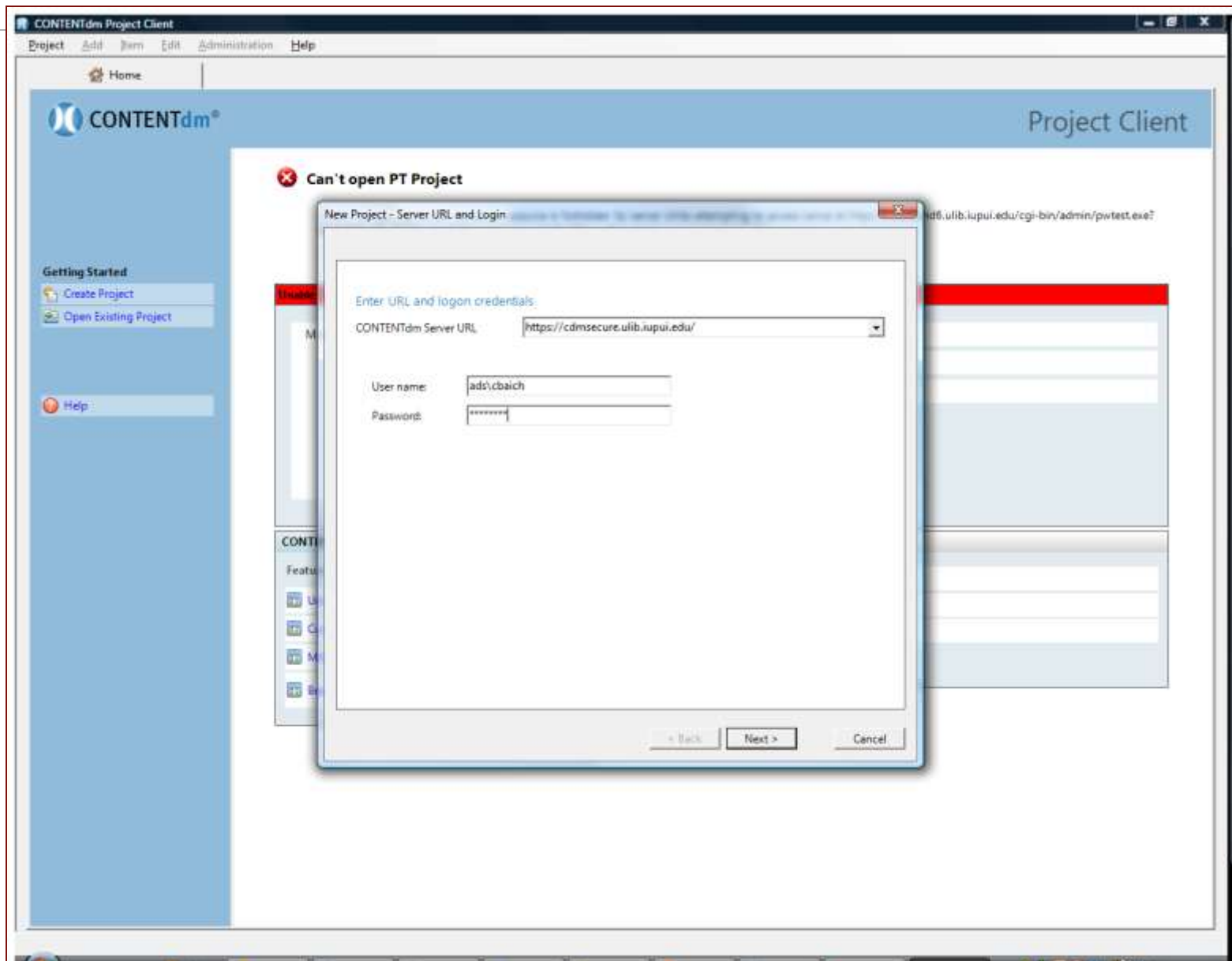


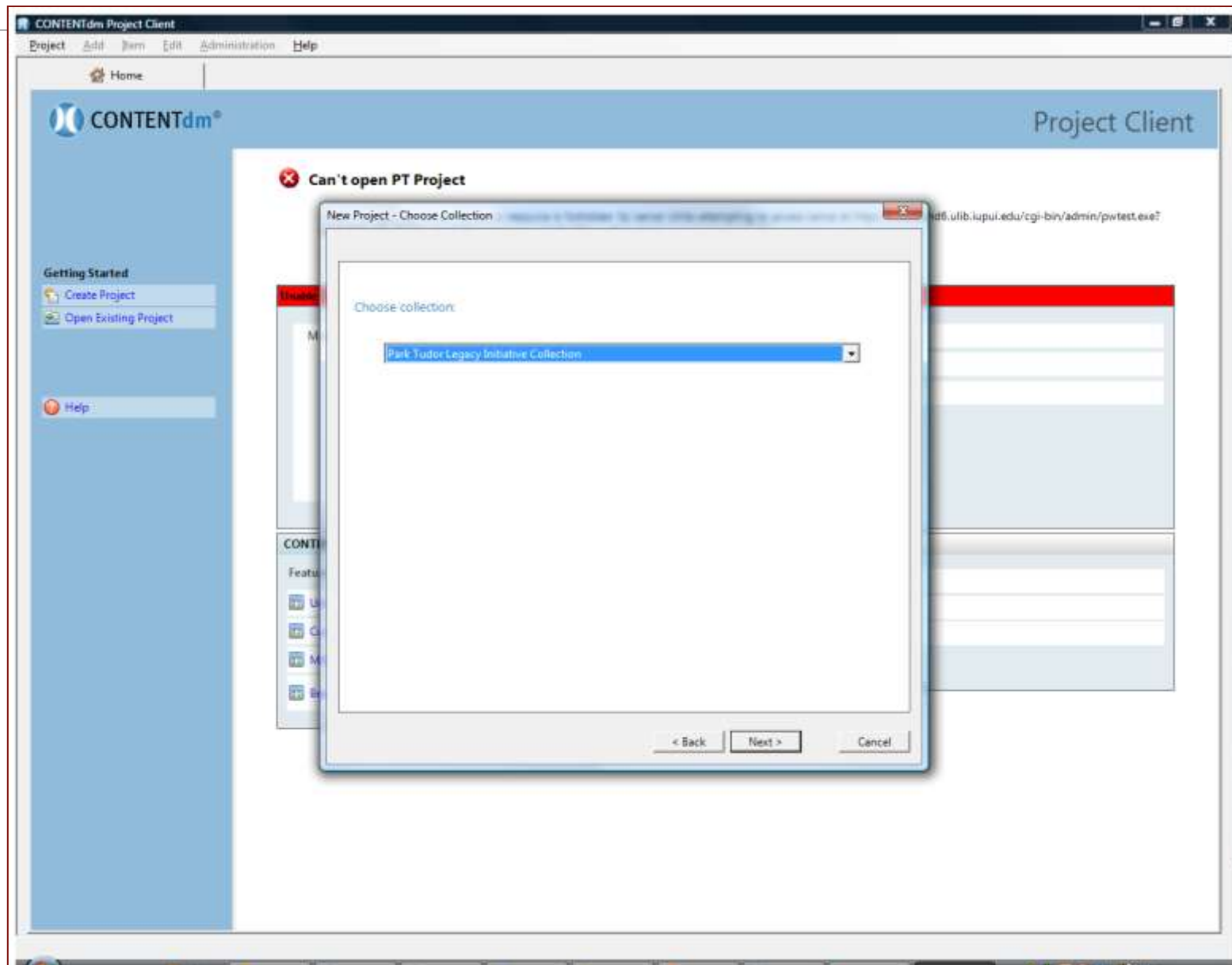
Wall, Joseph A. oral history

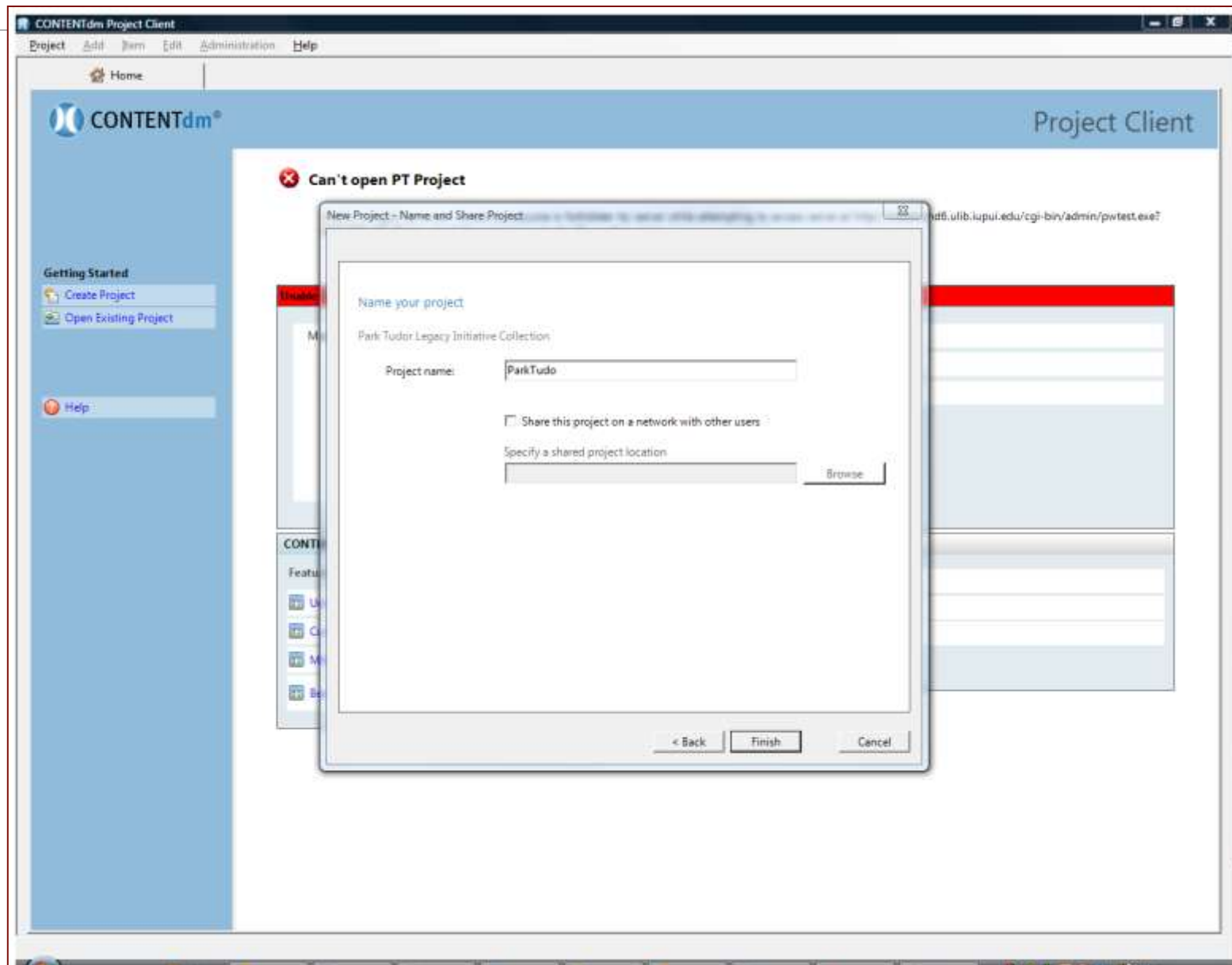
[edit](#)

select: all 1 | none









CONTENTdm Project Client

Project
Add
Item
Edit
Administration
Help

Home
Find in Collection
MuslimAmerican

CONTENTdm®

Project Client

Archive of Muslim American History and Life

MuslimAmerican

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Collection information undefined

Archive of Muslim American History and Life

Last indexed: April 01, 2010 2:41 PM
0 items in pending queue
1302 items in collection

- Create new project
- Import shared project

MuslimAmerican

Project type: Shared
Items: 0
Logged in as: ads\cbaich

- Edit project settings
- View project tab

Other Collections

Collections on <http://indiamond6.ulib.iupui.edu/>

- 1915 Sanborn
- American Turner Topics

Expand to show all collections

View Archive of Muslim American History and Life:
<http://indiamond6.ulib.iupui.edu/>

Upload Manager Summary

0 items in Upload Manager
No items in Upload Manager

View Upload Manager

User Support Center

- Help
- Tutorials
- User Support Center

CONTENTdm Community

Featured Collections

- H. L. Bolley Photograph Collection
- Carver-VCU Partnership Oral History Collection
- Women Airforce Service Pilots (WASP)
- The Southern: Florida Southern Colleges Student Newspaper

No items in Upload Manager

Project Client is up to date

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection ParkTutor

CONTENTdm® Project Client

Park Tudor Legacy Initiative Collection

ParkTutor

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Project Settings Manager - ParkTutor

General Settings **Metadata Templates - ParkTutor**

Project Template

To create a metadata template, select a property from the Default Type options and enter a value in the Default Value column.

Field Name	Default Type	Default Value
Title	Text	
Subject	Text	
Description	Text	
Interviewee(s)	Text	
Interviewer(s)	Text	
Recorder(s)	Text	
Transcriber(s)	Text	
Date Interviewed	Text	
Date(s) Transcri...	Text	
Date Published	Date	
Compiler	Text	
Editor	Text	
Volume	Text	
Place of Publica...	Text	
Publisher	Text	
Item Type	Text	
Item ID	Text	
Language	Text	

OK Cancel

OK Cancel

No items uploaded [show details](#)

Checking for updates

CONTENTdm Project Client

Project Add Item Edit Administration Help






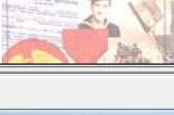
Home Find in Collection ParkTutor

Search My Advanced Search Browse Collection Preferences

Browse Collection

Select All Clear All Add to Project (edit) View Item on Web

1 to 214 of 214 items

	Thumbnail	Title	Subject	Description	Interviewee(s)	Interviewer(s)
<input type="checkbox"/>		Wagner, Ronal...	Korean War, 19...	Audio recordin...	Wagner, Ronal...	Cox, Phillip
<input type="checkbox"/>		Walker, Charles...	United States. A...	Audio recordin...	Walker, Charles...	Wang, Scarlett
<input checked="" type="checkbox"/>		Wall, Joseph A. ...	United States. ...	Audio recordin...	Wall, Joseph, b...	Spurgeon, Emily
<input checked="" type="checkbox"/>		Whalen, Arthur ...	Basic training (...)	Audio recordin...	Whalen, Arthur ...	Huang, Caroline
<input type="checkbox"/>		White, Herbert ...	Great Lakes Na...	Audio recordin...	White, Herbert ...	TH
<input type="checkbox"/>		Wiley, Jackson ...	United States. ...	Audio recordin...	Wiley, Jackson ...	Moh, Grace

No items uploaded [show details](#)

Updating ... 70%

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection **ParkTutor**

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete 1 to 2 of 2 items

	Thumbnail	Title	Subject	Description	Interviewee(s)	Interviewer(s)	Recorder(s)	Transcriber(s)	Date Interview
<input checked="" type="checkbox"/>		Wall, Joseph A. oral history	United States. Marine Corps; World War, 1939-1945 -- Campaigns -- Caroline Islands; World War, 1939-1945 --	Audio recording of oral history interview with World War II and Vietnam War veteran, Joseph A. Wall.	Wall, Joseph, b.1923-06-16	Spurgeon, Emily			2008-10
<input type="checkbox"/>		Whalen, Arthur J. oral history	Basic training (Military education) -- United States; Flight training -- United States; United States. Air Force -- Barracks	Audio recording of oral history interview with World War II veteran, Arthur J. Whalen.	Whalen, Arthur J., b. 1924-02-20	Huang, Caroline	Huang, Caroline	Huang, Caroline	2005-10

No items uploaded [show details](#)

Updating ... 81%

Park Tudor Legacy Initiative Collection

ParkTutor

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
- Upload for Approval

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection ParkTutor Wall, Joseph A. oral ...

Find & Replace Replace Item Spell Check More Actions ... Project Tab Items: Save & Back Save & Next Close

Park Tudor Legacy Initiative Collection

ParkTutor

Wall, Joseph A. oral history
Type: OTHER

Item Editing Tasks

Replace Thumbnail

Permissions

Other Tasks

View Upload Manager

Edit Metadata Template

Edit Project Settings

Administration

CONTENTdm Administration

Save

Field Name	Field Values
Title	Wall, Joseph A. oral history
Subject	United States, Marine Corps; World War, 1939-1945 -- Campaigns -- Caroline Islands; World War, 1939-1945 -- Campaigns --
Description	Audio recording of oral history interview with World War II and Vietnam War veteran, Joseph A. Wall.
Interviewee(s)	Wall, Joseph, b.1923-06-16
Interviewer(s)	Spurgeon, Emily
Recorder(s)	
Transcriber(s)	
Date Interviewed	2008-10-01
Date(s) Transcribed	
Date Published	
Compiler	
Editor	
Volume	
Place of Publication	
Publisher	
Item Type	sound
Item ID	Wall_Joseph.mp3
Language	
Transcript	Joseph A. Wall [b. 6/16/1923] Emily Spurgeon[00:00:00] "Today is Wednesday, October first 2008. I am Emily Spurgeon and I am interviewing Joseph A. Wall over the phone. Mr. Wall is 85
Owning Institution	Park Tudor School
Usage Rights	http://www.ulib.iupui.edu/copyright
Have Questions?	Contact Kathryn Lerch, klerch@parktutor.org

No items uploaded [show details](#)

Updating ... 91%



CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection ParkTutor

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All **Upload for Approval** Open in Tab Delete 1 to 2 of 2 items

	Thumbnail	Title	Subject	Description	Interviewee(s)	Interviewer(s)	Recorder(s)	Transcriber(s)	Date Interviewed
<input checked="" type="checkbox"/>		Wall, Joseph A. oral history	United States. Marine Corps; World War, 1939-1945 -- Campaigns -- Caroline Islands; World War, 1939-1945 --	Audio recording of oral history interview with World War II and Vietnam War veteran, Joseph A. Wall.	Wall, Joseph, b.1923-06-16	Spurgeon, Emily			2008-10
<input type="checkbox"/>		Whalen, Arthur J. oral history	Basic training (Military education) -- United States; Flight training -- United States; United States. Air Force -- Barracks	Audio recording of oral history interview with World War II veteran, Arthur J. Whalen.	Whalen, Arthur J., b. 1924-02-20	Huang, Caroline	Huang, Caroline	Huang, Caroline	2005-10

No items uploaded [show details](#)

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home MuslimAmerican

CONTENTdm Administration

- Approve
- Index
- View Collection

Project Client

Collection information undefined

Archive of Muslim American History and Life

MuslimAmerican

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Last indexed: April 01, 2010 2:41 PM
0 items in pending queue
1302 items in collection

Archive of Muslim American History and Life

- Create new project
- Import shared project

MuslimAmerican

Project type: Shared
Items: 0
Logged in as: ads\cbaich

- Edit project settings
- View project tab

Other Collections

Collections on <http://indiamond6.ulib.iupui.edu/>

- 1915 Sanborn
- American Turner Topics

Expand to show all collections

View Archive of Muslim American History and Life:
<http://indiamond6.ulib.iupui.edu/>

Upload Manager Summary

0 items in Upload Manager
No items in Upload Manager

View Upload Manager

User Support Center

- Help
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- User Support Center

CONTENTdm Community

Featured Collections

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No items in Upload Manager

Project Client is up to date

Projects in the Project Client

- User can have projects for multiple collections
- Multiple users can have projects for a given collection to work on assigned items
- Multiple users can share a project for a given collection to work jointly on items

Resources

- Baca, Murtha, ed. Introduction to Metadata, 2nd ed. Getty Research Institute, 2008.
http://www.getty.edu/research/conducting_research/standards/intrometadata/.
- CDP Metadata Working Group. Dublin Core Metadata Best Practices, Version 2.1.1. Sept. 2006. <http://www.bcr.org/dps/cdp/best/dublin-core-bp.pdf>.
- CONTENTdm Overview. c2011.
<http://www.oclc.org/contentdm/overview/default.htm>
- Dublin Core FAQ. 2003. <http://dublincore.org/resources/faq/>
- Dublin Core Metadata Element Set, Version 1.1. 2010.
<http://dublincore.org/documents/dces/>
- DCMI Metadata Terms. 2008. <http://dublincore.org/documents/dcmi-terms/>.
- Understanding Metadata. NISO Press, 2004.
<http://www.niso.org/standards/resources/UnderstandingMetadata.pdf>

QUESTIONS?

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ACPL Digitization Operation Tour

Get a first-hand look at the Allen County Public Library's digitization operation. Tour the Midwest Regional Scanning Center, operated by the Internet Archive, to see state-of-the-art digitization technology in action. Learn how you can work with the Scanning Center to carry out critical digitization projects at your library. The tour will be offered on Monday, November 14 from 3 p.m. – 3:30 p.m. at the Allen County Public Library.